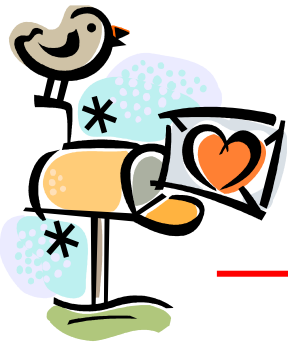


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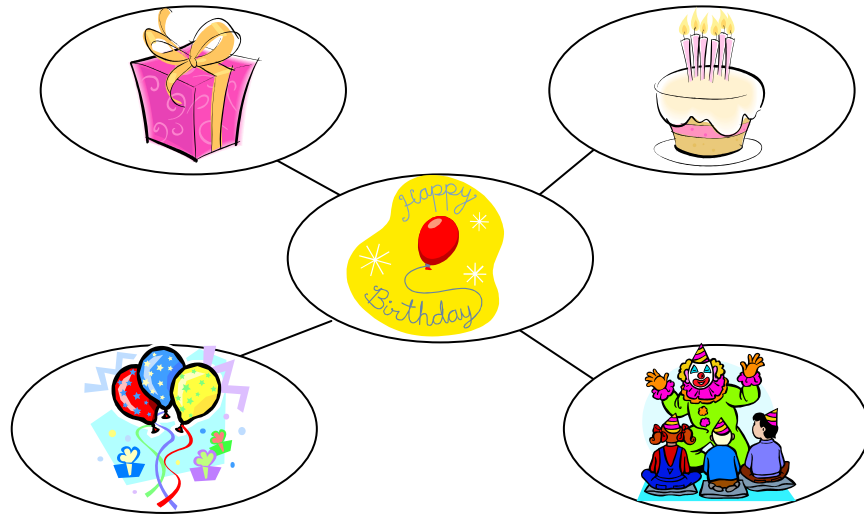
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FRIENDLY LETTER

Tips for Organizing and Planning

- Make an idea web. Draw pictures to help you remember what you want to include in your letter.



- Plan what you want to say in the body of your letter by asking yourself these questions:
 1. What is the first thing I will tell in my letter?
 2. What do I want to tell next?
 3. What do I want to tell last?